

# Town of Florence Community Services Facilities



## Florence Library & Community Center

### Re-opening Plan

(Effective Monday, May 3, 2021)

#### **Phase One:**

This phase will move quickly, tentatively a month. This time will serve the purpose of community education on the new guidelines, hours, and services that will be in place for the foreseeable future. As Curbside services have been very successful, it may be that the community requests this service to stay in some capacity. This timeframe will allow Library staff to survey patrons utilizing Curbside. If it is decided that Curbside services should remain in some degree, we will look to make recommendations at the close of the month transition period. Prior to the facility opening to the public daily disinfecting of frequent touchpoints within the Library will take place, as well as the processing of returning quarantined items.

#### **Operational Model**

##### **Full Open**

Monday, Wednesday, Friday

10 am to 6 pm

- Computer by apt only: 6 person limit: 30 min sessions  
*For best results, call in the AM to reserve your 30 min. session.*

##### **Curbside Services**

Tuesday, Thursday

9 am to 12 pm / 1 pm to 4 pm

- Items must be reserved 24 hours in advance for Curbside pickup.
- Call prior to arriving and picking up materials.

#### **General Safety Guidelines:**

The Library will open with limited services. Guest must maintain a minimum of 6 feet of social distancing, and masks will be required while in the facility. To ensure the safety of staff and guests, the following measures will be implemented. We will respectively ask guests not to enter if they are experiencing COVID-19 symptoms.

- All guest have a one-hour time limit while in the facility
- Computer use is by appointment only

- Hand sanitizing station located at the entry
- There is a limited collection
- Furnishings have been removed to reduce touchpoints
- Study rooms are closed
- Masks are required while in the facility
- Daily disinfecting of frequent touchpoints within the Library will take place in the AM
- Library shelves (sprayer) will be disinfected twice weekly
- Disinfecting of computers will take place between each user
- Plexiglas barriers will be placed around the circulation desk
- Self-Checkout is encouraged
- All program participants will be asked to sign a COVID release form

**Community Center:**

Main lobby is open for Wifi access; upon arrival, all guests will need to have their temperatures checked/recorded.

Monday, Wednesday, Friday

10 am – 6 pm

**General Safety Guidelines:**

- Social distancing and mask are mandatory
- One hour time limits for each guest